Bid/Tender Bond Log

Date	Project Name	Tender ID/Reference	Bid Amount	Bond Amount	Surety Provider	Bond Number	Issue Date	Expiry Date	Status	Notes
2025-04-01	A Tower downtown	11-xx	100000	1000	ABC Bank	123456B	xx/xx/xx	xx/xx/xx	Valid	
2025-04-03	B Residence	22-xx	400000	2000	ABC Bank	123456C	xx/xx/xx	xx/xx/xx	Exipred	
2025-04-07	C Commercial	33-xx	600000	3000	DEF Bank	123456A	xx/xx/xx	xx/xx/xx	Returned	

Purpose of the Bid Bond Log

This log is your central tracking tool for every bid bond you issue or manage. By recording each bond's key det
—project, tender reference, bond value, issuing surety, issue/expiry dates and status—you can:

Ensure Compliance: Verify that you've submitted the required bond for every tender.

Manage Deadlines: Spot upcoming expiries so you can renew, replace or cancel bonds in time.

Monitor Capacity: Track returned bonds to free up your bonding capacity for new bids.

Reduce Risk: Flag expired or claimed bonds immediately, so you aren't unknowingly exposed to penalties.

Maintain Audit Trails: Keep a dated history of all bond activities, simplifying internal reviews or external auc

By consistently populating and reviewing this log, you'll never miss a deadline, avoid bond-related penalties, and maintain a clear picture of your overall bonding capacity.

How to Use the Log

Updating Status

"Valid" from issue until expiry.

Change to "Claimed" if the owner makes a claim.

Mark "Returned" once you receive the original bond back.

Return Date: When you physically get the bond back, so your capacity refreshes.

Notes: Any special conditions—e.g., "Automatically renewable; cancel by 30 days."

Ongoing Monitoring

Sort or filter by **Expiry Date** each week to spot bonds expiring within 30 days.

Follow up with your surety on any bonds due for return once a contract is awarded.

Update the log immediately when a bond is returned or claimed.

Use the data to assess your bonding utilization rate and negotiate larger line facilities.